

## DEPARTMENT OF EMPLOYEE RELATIONS

### PURPOSE AND USE OF THE VISUAL ORGANIZATIONAL INVENTORY

The **Visual Organizational Inventory (VOI)** is a comprehensive list of positions and employees in City departments. Prepared annually by the Department of Employee Relations, your 2007 VOI is intended to serve as a valuable source of information. Additionally, this document includes an alphabetical listing of position titles, the number of authorized positions, classification codes, EEO codes, salary rates in effect at the time of publication, and average employment levels in City departments for the years 2004, 2005 and 2006.

For each City department, under appropriate organizational headings, the VOI displays the following information for each position:

1. Position Title\*
2. Name of Incumbent
3. Appointment Status ("E" denotes position exempt from Civil Service)
4. Salary Data (pay range/salary grade number for all employees)
5. Representation Status (union, management, etc.) designation code
6. Organizational hierarchies

\* If a position is officially authorized in the budget under a different title than stated next to the incumbent, the authorized classification is indicated by a job code number preceding the title. An index by job code is located in the back of this document.

If "(JS)" appears after a position title, it indicates a "job share" arrangement in which a single position is being filled by two individuals.

This inventory is published each year as a service. Any questions, comments, and/or concerns regarding this publication and particularly suggestions for improvement will be greatly appreciated and carefully considered by the Department of Employee Relations.